



Action/Annual Plan
For
FAHS - Feilding High School
2023

(NELPS transition will occur 2023 as per new regulations)

STRATEGIC PLAN FOR FAHS

The following plan should be read in conjunction with our School Charter which has as its mission statement

We Provide The Foundation Of Learning For Life

The underlying aim of our strategic plan is to be the preferred secondary school for the Feilding and outlying community. To achieve this end our major goal must be focused on improving student achievement. To achieve this, we must attempt to meet the individual needs of our students with the facilities and resources available to maximise their achievement.

MAJOR GOAL

To improve student achievement.

STRATEGIC GOALS

1. To deliver the New Zealand Curriculum and offer courses within this that meets the needs of both academic and non academic learners.
2. To improve teaching and learning with a focus on high expectations, appropriate reporting, planning, and self review.
3. Provide a safe physical and emotional environment for students and comply with legislation developed to ensure the safety of students and staff.
4. Allocate funds to reflect the school's priorities, monitor and control expenditure and manage school property to ensure a safe, healthy learning environment.
5. To comply with all general legislation impacting on secondary schools.
6. To gradually incorporate NELP priorities into our plans and practice.

ACTION PLAN 2023

STRATEGIC GOAL 1

To implement the New Zealand Curriculum Framework and offer courses within this that meets the needs of both academic and non-academic learners.

ACTION	RESPONSIBILITY	OUTCOMES	TARGET DATE
<ul style="list-style-type: none"> • Meet the values requirement of NZC via the School Council Community Committee and assemblies. • Faculties to review learning pathways for students. 	<p style="text-align: center;">Community Committee</p> <p style="text-align: center;">Individual Faculties</p>	<p style="text-align: center;">Presentations in assembly by the Community Committee.</p> <p style="text-align: center;">Individual Faculties to look at adapting courses to meet the new curriculum, including pathways for students.</p>	<p style="text-align: center;">On-going</p> <p style="text-align: center;">Progress made by Term 4</p>
<ul style="list-style-type: none"> • Continue to review our provision for gifted and talented students to ensure needs are being met. • Ensure appropriate courses or the content of existing courses are in place in the senior school to cater for students with particular needs, including the more able. • Scholarship programme to be offered by selected faculty areas. • Band our junior core classes into ability groupings. • Identify the home room class at Year 9 and provide remedial programmes. • Provide targeted Teacher Aide support to identified individuals and groups of students. 	<p style="text-align: center;">MJY, Faculty Leaders</p> <p style="text-align: center;">Head of Faculty Committee</p> <p style="text-align: center;">HOFs, Individual subject areas</p> <p style="text-align: center;">Year 9 and 10 Deans</p> <p style="text-align: center;">Year 9 Dean</p> <p style="text-align: center;">CE</p>	<p style="text-align: center;">Gifted and Talented courses are reviewed and amended.</p> <p style="text-align: center;">Recommendations presented to the Faculty Leaders Committee.</p> <p style="text-align: center;">New course applications completed.</p> <p style="text-align: center;">Students canvassed and encouraged for scholarship enrolment. Tutorials offered where necessary.</p> <p style="text-align: center;">To arrange classes taking into account preliminary testing and contributing school information.</p> <p style="text-align: center;">As above.</p> <p style="text-align: center;">Those identified will have Teacher Aide support.</p>	<p style="text-align: center;">Term 1</p> <p style="text-align: center;">Term 2</p> <p style="text-align: center;">Term 2</p> <p style="text-align: center;">All Year</p> <p style="text-align: center;">Term 1</p> <p style="text-align: center;">Term 1</p> <p style="text-align: center;">Early Term 1</p>

<ul style="list-style-type: none"> • Provide feedback to staff and students moving from Year 9 to Year 10. • To provide staff with transition data from contributing schools at Year 9. • To test all Year 9 students using reading comprehension, reading vocab, punctuation and grammar and listening. • Operate a special education facility and Learning Support Centre. • Offer vocational, STAR, Gateway and Trades Academy courses. • Focus on numeracy and literacy skills at Year 9. • To work with contributing primary schools to ensure the successful transition of Year 8 students. 	ADN, PK, CE	Data disseminated	Early Term 1
	CE	Teachers receive data via KAMAR and individual discussions.	Early Term 1
	TG, CE	All Year 9s are tested.	Early Term 1
	Learning Support Faculty	As above.	Term 1
	Technology, Science and Social Science Faculties	Offer Building, Hospitality, Automotive, Primary Industries, and Tourism courses as well as meeting the needs of individual learners.	Term 1
	Mathematics & Languages Faculty	A basic skill focus during Term 1. Teacher Aide support provided where appropriate.	On-going
	CE, Selected Faculty Leaders	Consultation with contributing schools.	Term 4
<ul style="list-style-type: none"> • Provide specialist ELL programmes for fee paying students, migrants, Bhutanese refugees and those with New Zealand residency. • To continue contact with overseas agents to maintain or improve enrolments. • To maintain contact with the local community through local events and celebrations. 	ME	ELL courses programmed to meet the needs of enrolled students.	Term 1
	OV	Agents contacted on a regular basis to encourage enrolments. The school to maintain its links with the local marketing group.	On-going

<ul style="list-style-type: none"> • To consult with the Māori community in order to maintain a shared vision for Māori achievement. • To encourage Kapa Haka and Tikanga within the school. • Provide staffing for the mentoring programme to lift the academic engagement and achievement of selected NCEA and junior Maori students. 	<p>KWO, MA</p> <p>KWO, MA</p> <p>KWO, MA</p>	<p>Meeting organised with local whanau to give details of achievement and programmes and to seek feedback – Toa Taiohi.</p> <p>To provide Kapa Haka and Ti Kanga opportunities within the school. PD provided for staff via PLGs.</p> <p>Selected students work with the mentors provided.</p> <p>Provision of Puhoro Science mentoring.</p>	<p>Toa Taiohi programmed for the end of Term 2</p> <p>Term 1</p> <p>On-going</p>
<ul style="list-style-type: none"> • To deliver a careers goal setting on line survey to all students. • A learning and career plan developed for all Year 10 students. • UCOL visits for interested students at Year 10 and Year 11. • 1 day U-skills programme offered to interested students. • To participate in Manawatu-wide career initiatives. • To work alongside Talent Central to develop further vocational opportunities 	<p>MM, LJ</p> <p>LJ</p> <p>LJ, MM</p> <p>MBN, JDE</p> <p>LJ, MM</p> <p>OV</p>	<p>All students to complete on line survey.</p> <p>All Year 10 students to produce a career plan.</p> <p>Visits arranged where appropriate.</p> <p>Careers Expo organised for 2022.</p> <p>Liaising with MDC and Talent Central.</p>	<p>Term 1</p> <p>Term 2</p> <p>Term 4</p> <p>On-going</p>

STRATEGIC GOAL 2

To improve teaching and learning with a focus on high expectations, appropriate reporting, planning, and self-review.

ACTION	RESPONSIBILITY	OUTCOMES	TARGET DATE
<ul style="list-style-type: none"> Review Strategic Plan, develop Action Plan for 2023 and gradually incorporate NELP 	Principal, SMT	Board, staff and community consulted on the strategic direction of the school and a plan produced.	1 March 2023
<ul style="list-style-type: none"> Consult with staff, Board and school community regarding long term goals. 	Principal, SMT	As above.	On-going
<ul style="list-style-type: none"> Update Staff Handbook and NQF Staff and Student Handbook. 	MP, MJY	All booklets are reviewed and amended to reflect current practise. Posted on Moodle and school website.	Term 4 Staff Handbook Term 1 – NQF Handbook
<ul style="list-style-type: none"> Update and maintain accreditation documentation. 	MJY	Accreditation documentation updated as required.	On-going
<ul style="list-style-type: none"> Review policies. 	Principal, BOT	Policies are reviewed in line with the review schedule.	On-going
<ul style="list-style-type: none"> Management Committees and areas to report to management. 	Principal	Reports submitted to the Principal.	Term 4
<ul style="list-style-type: none"> Curriculum areas to provide annual reports to Principal. 	Principal	Reports submitted to the Principal.	Term 4
<ul style="list-style-type: none"> All faculties to critique NCEA exam results and as a result make changes that impact on teaching and learning. 	Principal	Reports submitted on proforma sheets to the Principal	Term 1
<ul style="list-style-type: none"> Principal to report to Board of Trustees on progress with Strategic Plan and student achievement. 	Principal	Principal presents reports and achievement data to the Board of Trustees. Individual faculties give regular presentations to the Board of Trustees.	On-going
<ul style="list-style-type: none"> Review the Social Science Faculty 	Senior Management	An in-depth review of systems, schemes and achievement to be completed by SMT.	End of Term 3

<ul style="list-style-type: none"> All staff appraised – focus teaching goals reflect Annual Plan. 	MJY	All staff appraisals completed.	Term 4
<ul style="list-style-type: none"> Targeted student achievement data for Year 9 and Year 10 tracked and reported. PAT Maths, Reading Comprehension & Reading Vocab External exam results critiqued by the Principal and reported to the Board of Trustees. Annual Ministry achievement target To accelerate the progress of our identified priority students, Maori, in gaining their respective NCEA. Provide parents with regular reports on student achievement and opportunities to meet with staff. These will be processed digitally. To hold an NCEA information for senior students and parent/caregivers in Term 1, and in Term 2 for Year 10 students and their parents/caregivers. To report to the community via various means on the achievement of students and groups of students (e.g. gender / Māori). To encourage senior students to monitor and track their NCEA performance. This will be in conjunction with an academic counselling initiative which will be delivered through Group classes. 	<p>Mathematics Faculty - Maths Language Faculty - Reading</p> <p>Principal</p> <p>Principal</p> <p>MJY</p> <p>MJY</p> <p>Principal</p> <p>PFT</p>	<p>All Year 9 and 10 students complete the prescribed tests – results collated and distributed to staff. Analysis of results provided to Principal.</p> <p>Data presented at a Board meeting during Term 1.</p> <p>Results and analysis of variance reported to the Board and Ministry.</p> <p>Parents will receive snapshot reports twice each term</p> <p>Meeting hosted in the library.</p> <p>Achievement will be reported to various stakeholders</p> <p>Students encouraged to use NZQA/Kamar Apps. Paper copies available for students if required.</p>	<p>End of Term 1</p> <p>Term 1</p> <p>1 March 2023</p> <p>On-going</p> <p>Term 1 & 3</p> <p>On-going</p> <p>Term 1</p>

<ul style="list-style-type: none"> • Provide other professional development as required – conferences, administration and support staff, First Aid etc. 	GC	Assistance provided to staff for on-off PD opportunities where appropriate.	On-going
<ul style="list-style-type: none"> • All faculties to provide regular homework on a weekly basis. • Tutorials offered where appropriate. 	Faculty Leaders Individual Faculties	All students will receive homework in line with school policy. Tutorials offered for juniors, NCEA and Scholarship.	On-going On-going

STRATEGIC GOAL 3

Provide a safe physical and emotional environment for students and comply with legislation developed to ensure the safety of students and staff.

ACTION	RESPONSIBILITY	OUTCOMES	TARGET DATE
<ul style="list-style-type: none"> Deans appointed at each level with appropriate time and training given. Counselling service available to students. Deans network to meet regularly to establish consistent strategies and practise for support and discipline. Monitor suspension trends Restorative conferencing used where appropriate. To discuss and co-ordinate Pastoral Care meetings to consider interventions for our more demanding and at risk students. 	<p>Principal</p> <p>UW, KBT, DST</p> <p>CE</p> <p>Principal</p> <p>Deans Network</p> <p>SMT, Deans Network</p>	<p>Appropriate staff appointed.</p> <p>Staffing allocated to meet these needs.</p> <p>Deans network to meet regularly.</p> <p>Trends report to the Board at its monthly meeting.</p> <p>Staff to receive training in order to facilitate these meeting.</p> <p>This group will meet as and where appropriate.</p>	<p>Term 1</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
<ul style="list-style-type: none"> Review policy and procedures to ensure health and safety of staff and students. Establish a hazard identification procedure and address hazards. Hold an evacuation drill. Implement an electrical safety programme and report health and safety issues to the Faculty Committee and Board of Trustees. 	<p>Leon Dale, GC</p> <p>Leon Dale, GC</p> <p>MP</p> <p>LDE</p>	<p>All staff will be made aware of the procedures via staff meetings and staff will be consulted as part of the review process to review procedures.</p> <p>Staff and students will be encouraged to report hazards and these will be addressed. This will happen at staff, group, and Faculty Leaders meetings.</p> <p>Regular drills will be held.</p> <p>An outside contractor will be employed to meet requirements.</p>	<p>On-going</p> <p>On-going</p> <p>Each term</p> <p>On-going</p>

<ul style="list-style-type: none"> Follow EOTC requirements for all trips outside the classroom. 	MP, Sports Co-ordinator	Risk management processes will be reviewed. All trips must submit detailed planning on proforma sheets provided.	On-going
<ul style="list-style-type: none"> Maintain school-wide requirements with regard to: <ul style="list-style-type: none"> - Risk management - Trip planning - Trip permission - Parental permission / medical forms 	MP	As above.	On-going
<ul style="list-style-type: none"> On-going provision of the Year 10 Outdoor Education Programmes. 	PH	A Year 10 programme will be developed and delivered.	Term 1 and Term 4
<ul style="list-style-type: none"> On-going First Aid training for identified staff. 	PJ, GC	Specified staff will have First Aid certificates and will receive training to validate these certificates.	On-going

STRATEGIC GOAL 4

Allocate funds to reflect the school's priorities, monitor and control expenditure and manage school property to ensure a safe, healthy learning environment.

ACTION	RESPONSIBILITY	OUTCOMES	TARGET DATE
<ul style="list-style-type: none"> Budget is planned, developed, implemented and monitored. 	Principal, LDE	A budget is presented to the Board of Trustees for approval after all stake holders have been consulted. Leon Dale and PRINCIPAL monitor this budget.	Term 1
<ul style="list-style-type: none"> To provide support and guidance to budget holders. 	LDE	Specialist advice to budget holders is provided by Leon Dale.	On-going
<ul style="list-style-type: none"> MJY to recommend asset replacement schedule and review development plan. 	MJY	Such recommendations are presented to the Principal each year.	End of Term 3
<ul style="list-style-type: none"> Support staff with laptops 	MJY, IT Support Staff		On-going
<ul style="list-style-type: none"> MJY to support staff with in house professional development. 	MJY	Specialist IT professional development will be provided to assist staff become proficient with hardware as well as using it effectively as a teaching tool including Microsoft 365	On-going
<ul style="list-style-type: none"> To maintain and update the school website and facebook page. 	MJY, CU	Website up to date	On-going
<ul style="list-style-type: none"> To encourage the uptake of BYOD with students. 	MJY	Wireless network established. Extra staff employed.	Term 1
<ul style="list-style-type: none"> To provide parent portal. 	MJY	Parent portal operative displaying calendar, daily notices, absences, student achievement and student details.	Term 1
<ul style="list-style-type: none"> Review the 10-year maintenance and capital works plan. 	Principal	Pro Arc, school architects, given approval to produce 10 Year Property Plan.	Term 1
<ul style="list-style-type: none"> Maintain assets register. 	LDE	This will be updated each year.	On-going

<ul style="list-style-type: none"> • Monitor replacement capital items. 	Principal	The Principal will keep the Board of Trustees informed on proposed capital expenditure. This will largely occur via the budgeting round.	Term 4
<ul style="list-style-type: none"> • Maintain performance management systems, attestation and registration processes. • Maintain database which records teacher registration status and expiry dates. 	MJY Principal, CU	Systems will be in place to ensure the Board that these processes are happening. Such a database is developed and staff are kept informed of expiry dates.	On-going On-going
<ul style="list-style-type: none"> • Principal and Business Manager maintain familiarity with provisions of current employment contracts and implement changes. • Staff Representative on the Board will be EEO Co-ordinator. 	Principal, LDE BN	The Principal and Business Manager will keep abreast of changes in the employment area and will implement changes when appropriate.	On-going
<ul style="list-style-type: none"> • Maintain a system of management committees. • Provide opportunities for staff, HODs and senior management team to express their views. 	Principal Principal	SMT, Faculty Leaders, Pastoral Care Team, and staff meetings will be held. Fortnightly Committee meetings	On-going On-going
<ul style="list-style-type: none"> • Budget for and implement a programme of staff development. 	Principal	Each year sufficient monies will be set aside for the professional development of all staff.	Term 4

STRATEGIC GOAL 5

To comply with all general legislation impacting on secondary schools.

ACTION	RESPONSIBILITY	OUTCOMES	TARGET DATE
<ul style="list-style-type: none">Principal to disburse information received.	Principal	All Ministry directives will be acted upon and the Board of Trustees will be kept fully informed.	On-going
<ul style="list-style-type: none">To follow procedures to ensure that legislation and regulatory requirements are complied with.	Principal	The Principal will ensure that all such requirements are met by the school.	On-going
<ul style="list-style-type: none">To report to the Board that all staff have practising certificates or LATs, and that all staff have been appraised.	Principal	Each year the Principal will report to the Board of Trustees with regard to these matters.	Annually